



*The U.S. Department of Energy's Idaho Operations Office is headquartered in the Willow Creek Building in Idaho Falls. DOE-ID's responsibilities include contract management, DOE headquarters support, and stewardship.*



## DOE-ID – Just the Facts

The Idaho National Laboratory Site mission is to operate a multiprogram national research and development laboratory, and to complete environmental cleanup project activities stemming from the Site's cold-war legacy. The U.S. Department of Energy retains responsibility for overall program and project management, and ultimately is responsible for security, health and safety and the proper use of public funds at the INL Site. Contractors are hired to manage and are accountable to the DOE for conducting safe, reliable and efficient operations.

DOE-ID federal work-force responsibilities are closely aligned with DOE headquarters and fall broadly into three main categories:

1. **Contract Management** – DOE-ID has a lead role in setting and communicating expectations in INL Site contracts, authorizing and funding contracted work, approving compliance documentation, and assessing performance against contract requirements.
2. **Headquarters Support** – DOE-ID provides direct support to DOE headquarters customers in managing and

overseeing DOE mission-related work performed at other DOE sites, and for administering other DOE financial arrangements with the private sector, academia, local governmental entities, and international partnerships.

3. **Stewardship** – DOE-ID is responsible for maintaining and protecting federal assets and for being responsive to INL Site stakeholder interests and concerns. Where appropriate, DOE-ID will leverage the existing federal investment in INL Site infrastructure to further advance and

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develop state-of-the-art energy and national security technologies in support of DOE strategic goals.

**Elizabeth Sellers** is the manager of the U.S. Department of Energy's Idaho Operations Office in Idaho Falls, a position she has held since April 2003. She manages 288 federal employees and oversees the work of 6,500 contractor employees. Her office manages an annual budget of \$1.1 billion. From May 1999 until accepting this position, she served as the manager of the U.S. DOE's National Nuclear Security Administration's Kansas City Site Office. Prior to this, she was director of the Spent Nuclear Fuels Project at the DOE Richland Operations Office. Ms. Sellers holds a bachelor of science degree in chemical engineering from the University of New Mexico and a bachelor of arts degree in English from the University of Alabama. She has served on the board of directors and as president of the New Mexico Network of Women in Science and Engineering. She completed a three-year Leadership in Training curriculum through the Department of Energy.

**John Kotek** was named to the position of deputy manager of the U.S. Department of Energy's Idaho Operations Office in July 2003. From January 1999 to July 2003, he worked for Argonne National Laboratory-West in Idaho Falls, Idaho, where he was the Generation IV and Nuclear-Hydrogen Programs manager. He played a lead role in the development and implementation of the *Generation IV Nuclear Energy Systems* technology roadmap. Mr. Kotek also helped to lead the preparation of DOE's R&D plan



**Elizabeth Sellers,**  
Manager, DOE-ID



**John Kotek,**  
Deputy Manager, DOE-ID

on technologies for the use of nuclear energy to produce hydrogen. He holds a bachelor of science degree in nuclear engineering from the University of Illinois and a master of business administration degree from the University of Maryland.

**Merrie Christine (Chris) Ott** was assigned the chief operating officer for the Idaho Operations Office on Feb. 11, 2001. She manages the financial, budget, information technology, human resource and procurement functions of the Idaho Operations Office and oversees comparable functions for the contractor-operated INL. Prior to coming to the Idaho Operations Office, she held several management positions in the Department of Defense. Ms. Ott's performance awards include the Defense Meritorious Civilian Service Award and the Defense Superior Civilian Service Award.

**Richard Provencher** joined the Idaho Operations Office in November 2003 as the assistant manager for Environmental Management. In this capacity, he is responsible for all of the EM work performed by the office. This includes management of spent fuel, high-level waste, low-

level waste, transuranic waste, and mixed waste as well as the RCRA (Resource Conservation and Recovery Act) and CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) programs. He is charged with carrying out all work in accordance with applicable safety requirements. He has a staff of approximately 60 federal employees and an annual budget of approximately \$600 million. Prior to coming to Idaho, Mr. Provencher was the director of the Miamisburg Closure Project in Ohio. He has a master of science degree in health physics and a bachelor of arts degree in biology.

DOE-ID federal work force, at the time of this printing, is 288 employees. The majority of those employees work in the Willow Creek Building, 1955 Fremont Avenue, Idaho Falls. Functions that are inherent to DOE-ID include: media relations, contract management, Freedom of Information Act (FOIA), congressional/intergovernmental relations, legal and tribal relations.

For additional information, the DOE-ID Web page can be accessed at: <http://www.id.doe.gov>

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